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ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Chief, Plans Staff *RAW*

TELEPHONE

NO.

DATE

2 December 1955

TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS
		REC'D	FWD'D			
1. DD/Perz/PD	2308 Curie					<p>Attached is a proposed revision of R [] Promotion, reflecting a procedure for the implementation of a new provision in the promotion program. This provision permits the promotion of an employee to one grade level above that of the position to which assigned when the action is merited based on competitive evaluation of the employee's accomplishments and value to the Agency and it is considered to be in the best interests of the Agency to retain him in his present position. The number of promotions to any grade level is controlled by the "Career Service Grade Authorization" as defined in the regulation. This provision has been approved by the CIA Career Council and the DCI.</p> <p>The basis regulation on promotion has not been affected by this revision. Rather, the new provision is incorporated into the existing regulation, and is considered to be an exception which may be granted if the conditions prescribed in the regulation are met.</p> <p>The proposed new material in [] 25X1A is underscored. Your comments would be appreciated.</p> <p>Please return the attached with your comments to the Plans Staff by c.o.b. 7 December 1955.</p> <p>DOCUMENT NO. _____ NO CHANGE IN CLASS. <input type="checkbox"/> <input type="checkbox"/> DECLASSIFIED CLASS. CHANGED TO: TS S © 2011 NEXT REVIEW DATE: _____ AUTH: HR 70-2 DATE: 24 JUL 1998 REVIEWER: 029 725</p>
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FORM NO. 610
1 APR 55REPLACES FORM 51-10
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COORDINATION RECORD

O-F-F-I-C-E O-F P-E-R-S-O-N-N-E-L

MEMORANDUM FOR: Chief, Contract Personnel Division
Chief, Insurance and Casualty Division
Chief, Military Personnel Division
Chief, Personnel Assignment Division
Chief, Personnel Procurement Division
Chief, Position Evaluation Division
Chief, Records and Services Division
Executive Officer, Office of Personnel
Deputy Director of Personnel for Planning and Development

25X1A

SUBJECT: Proposed Revision of Promotion

REQUEST DATE: 8 December 1995

SUSPENSE DATE: 7 December 1995

PLANS STAFF MEMBER: ext. 8146

1. The issuance described above has been proposed for publication as indicated. It is requested that you review this material as it relates to the responsibilities and activities of your component and indicate your comments or suggestions below.

2. If there are substantive points of difference which would require that you non-concur in this publication, please contact the individual designated above so that effort can be made to resolve them before this material is submitted for approval by the Director of Personnel. In case this cannot be accomplished, however, your position should be stated so that the Director of Personnel may consider all pertinent information in reaching his decision.

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Chief, Plans Staff

COMMENTS:

Non-Concur

Concur

(Signature)

(Signature)

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(Date)

(Date)

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25X1A

25X1A REGULATION
NO. []

PERSONNEL

PROMOTION

25X1A Reorganization: [] dated 30 April 1954

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1. GENERAL

This Regulation states policies and procedures applicable to the promotion of employees (staff employees and staff agents) up to and including grade GS-15. It does not apply to promotions involving grades GS-16, 17, or 18, or to the promotion of employees compensated in accordance with Wage Board, or Negotiated Wage Schedules.

2. POLICY

The promotion of Agency employees will be based on consideration of their qualifications and demonstrated abilities in relation to Agency needs. Every effort will be made to fill newly created or vacant positions by the promotion or reassignment of qualified Agency employees before external recruitment is undertaken.

- a. Employees who have completed the minimum Agency experience requirements specified herein, will enter the zone of consideration for promotion and be considered for promotion at least once each year thereafter.

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and return them to the initiating activity. When disapproved, however, a copy of the proposed promotion action will be forwarded to the Director of Personnel for his information and retention in the official file of the individual. Appeals from unfavorable action by the heads of Career Services may be made by the chief of the initiating activity to the Senior Career Service Board of the component concerned (DD/1, D/S, D/P) or where no such Board exists, to the Director of Personnel.

- (2) The head of each Career Service or his duly appointed designee is responsible for ensuring, in coordination with supervisors, that all employees under the jurisdiction of that Career Service are considered for promotion in accordance with the provisions of this Regulation.
- (3) The fact that a promotion action is recommended constitutes a certification by the head of the Career Service involved that the individual is considered through competitive evaluation to be the best qualified of those within the scope of consideration. Competitive evaluation will be based on comparison of the qualifications of the employees recommended for promotion, by the Head of his Career Service, against all others in his grade and Career Service with due consideration given to:
 - (a) Experience
 - (b) Skills and Abilities

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- (c) Performance, co-operativeness, adaptability and initiative, and other elements as reflected in his Fitness Report.
 - (d) Training
 - (e) Education
 - (f) Length of Service
 - (g) Career Staff Membership
 - (h) Any other factors which might be pertinent to the individual's future relationship with the Agency.
- (4) Heads of Career Services will establish controls to ensure that distribution of employees by grade level does not exceed the Career Service Grade Authorization for their service. The Career Service Grade Authorization will be determined by a tabulation of authorized positions by grade level for the Career Service involved.

e. THE DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for:

- (1) Ensuring compliance with this Regulation by continuous evaluation of the Agency's promotion program,
- (2) Assisting officials at all levels in carrying out their responsibilities in accordance with this Regulation.
- (3) Reviewing all promotion requests and finally approving those promotion actions which conform to the provisions of this Regulation.
- (4) Recording and disseminating the qualification requirements of all Agency positions to be used as the basis for reviewing promotion requests.

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employee's qualifications or demonstrated ability to perform work of a higher grade. When an employee is being considered for promotion to a position covered by a position standard published in Handbook No. [] 25X1A the qualification requirements contained therein will be used as a basis for evaluating his qualifications.

6. PROCEDURES

Submitted to D/Pers
Promotion recommendations will be prepared on Standard Form 52, Request for Personnel Action, in accordance with the instructions in Handbook No. [] 25X1A

7. EXCEPTIONS

who will personally act on the request
Any exceptions to the policies, requirements, or procedures in this regulation will be requested of the Director of Personnel in a memorandum of justification attached to Standard Form 52, Request for Personnel Action. If the exception involves promotion to grades GS-14 or GS-15, the Standard Form 52 and the attached memorandum will be routed to the Director of Personnel through the appropriate Deputy Director, his designee, or his Senior Career Service Board, for endorsement. The Director of Personnel will finally approve or disapprove recommendations for exception, subject to review only by the Director of Central Intelligence. Exceptions will be made only when it is clearly established that:

- a. An employee was initially employed at a grade below that for which he was qualified; or
- b. An individual is properly qualified for promotion based partly on his experience prior to his entry on duty; or
- c. Such exception is necessary to recognize and utilize an employee's outstanding ability; or

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